**Repps with Bastwick Minutes of the Annual Parish Council Meeting held on 4th July 2017 at the Village Hall at 8pm**

**In attendance:** Cllrs: Tom Ellis (Vice Chair), Andrew Wright, Philip Shreeve, David Burrage, Alison McTaggart, and Claudia Dickson (Clerk). BCllr B Coleman, CCllr H Thirtle and 2 members of the public.

1. **Apologies for Absence**

Fred Sharman, John Mitchell and BCllr Mary Coleman

1. **Declarations of Interest in Respect of the Current Agenda**

Cllrs Burrage and Shreeve item 10. Cllr Ellis item 9.

1. **Minutes of the Last Meeting**

It was proposed by Cllr Shreeve that the minutes of the previous meeting be accepted as a true record. Seconded: Cllr Burrage. Unanimously agreed.

1. **Matters Arising**
* The Parish Liaison meeting has been rearranged again to the 10th July
* DCllr Thirtle reported that the signage on the parking area at the Potter Heigham Bridge refers to Repps with Bastwick Village Staithe. This is not confirmation it is owned by the Parish Council. The area designated for loading used to be chained off but the lock and chain were regularly broken. There is a Charter for it to be called a public staithe but there are no documents to confirm this. Taking on maintenance of the area means taking on liability and the Parish Council is not willing to do this. The Broads Authority, who last did maintenance on the staithe, are welcome to claim it.
* The verge along the pavement leading to Potter Heigham Bridge is high and falling onto the path. The footpath is for both pedestrians and cyclists and it is dangerous at present. Clerk to report.
* No further information had been received by either the Clerk or BCllr M Coleman from Trevor Chaplin, Group Manager for GYBC Housing Services, regarding the sewerage connection of the council houses on Tower Road.
1. **Borough and County Councillor Reports / Police Report**

A representative from Anglian Water addressed the meeting to give an update on the sewage works. They thanked the village for their tolerance and patience during the over running work. They have been treated very well. The Church Road closure will be the last one and should be for 1 month. The works on the Playing Field are due to start imminently. They have finished the work affecting the Main Road - there will be no more traffic lights. All construction work will be finished by the end of September. There have been problems with UK Power Networks isolating a transformer so the switch on of the whole system may not happen before the planned January 2018.

Cllr McTaggart said there were problems with the road level at Home Cottage bend where the pumping station will be. 3 red brick council houses have had flooding on the left from the site towards the main road. The drain outside Home Cottage is now too high on the road for the water to drain into it.

A request was put to Anglian Water to continue the trod path from the layby to Tower Road. Head Office will be consulted.

The Council said the workmen had been helpful, thorough and polite. Commendation was given to vehicles being driven slowly along the lanes.

CCllr Thirtle said a report was due from Children’s Services, their annual review. The expectation is it has improved. Massive savings still need to be found - £125million.

He had fed back to the Broads Authority Chief Executive regarding the relationship with Parish Councils and suggested twice a year meeting to invite members of the PCs an opportunity to raise any concerns. It will be considered at the next meeting.

Cllr Burrage reported fuel theft in Thurne and a generator was taken from a boat. It was reported to the Police. The Rangers will be keeping an eye open and the Police will have a visible presence. The offenders may have come in by boat.

1. **Correspondence**
* The Norfolk Playing Fields Association AGM is on the 13th July at Eaton Vale, Norwich.
* Parish Partnership funding is now open with bids needing to be received before December.
* Primary Care supplies emailed details of defibrillators
* Mr Dennis Roberts sent the Clerk details of funding for War Memorial renovation
1. **Parish clerk’s report - update on highways and other issues**
* The Clerk asked for clarification of some verges Cllr Mitchell had asked to be reported.
* The Clerk updated the Council on reported Highway matters including that the Low Road trees will be trimmed back by Norfolk County Council.
1. **Financial and administration matters**
2. Invoices to approve for payment

The Income and Expenditure report was given to the Councillors along with a list of the invoices to be approved for payment. Cllr Wright proposed the payments be approved, Cllr Shreeve seconded and all agreed.

1. The Clerk recommended moving a sum of money from the current account to the savings account. The Council agreed that £5,000 should be transferred.
2. The letter from the Internal Auditor, Annette Collins, confirming the audit was read out to the Council.
3. **Planning Matters**
* 06/17/0363/F - Linfords, Staithe Road, NR 29 5JU - erection of 2 storey outbuilding. Confirmation was sought over how many extensions can be put on an existing building. DCllr Thirtle said the BA decide each one on its merits. The Council had no objections to the application.
* BA/2017/0144/HOUSEH - Scoots Place, 72 Riverside - replacement shed, reclad dwelling and raise quayhead. The Council had no objections to the application.
* BA/2017/0183/HOUSEH - Lakehurst, Staithe Road - first floor extension, front porch. There were no objections to the application.
1. **Allotments**

The Clerk had a phone call from Mr King in response to the letter sent last month. He will be rotavating his plot and clearing it up. It was reported to the meeting this had not yet happened. He will be given till the next meeting to tidy up the plot.

1. **Phone Box**

The contract to purchase the phone box has been signed and returned and is now owned by the Parish Council. The Clerk clarified if it was to be added to the insurance as an asset and at what value. The Council agreed it should be on the insurance at a value of £400. The Clerk will check with BT that there is still an electrical connection.

Cllr Ellis proposed, and Cllr Shreeve seconded, that a defibrillator be ordered. Cllr McTaggart will contact Christine Wheeler.

1. **File Storage**

The Clerk presented the Council with quotes for storage options for the growing number of files she has to retain. The Council asked her to investigate the purchase of a shed for her garden for the purpose.

1. **Matters for reporting or future agenda**
* Cllr McTaggart queried how long temporary mobile homes were allowed to remain on a site. Clerk to investigate.
1. **Public participation**

There were no items for discussion from the members of the public in attendance.

1. **Date and Time of the Next Meeting**

The next meeting will be held on 5th September 2017, in the Village Hall at 8 pm.

**Attachments:** Draft Payments, and Income and Expenditure summary.